

Submitted: 3/7/2013
Jurisdiction: Maryland
Agency: Department of General Services,
Records Management Division
Division/Unit: MDA - Human Resources Office

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 514
MSA ID: SE55-2701

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Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	08W317- Closed Recruitment and Selection Files, In-Active Personnel Files	2094	06, 03	2005	7 cu ft.	03/01/2013	Recycle
2	08W561 - Closed Recruitment and Selection Files, In-Active Personnel Files	2094	06, 03	2004 - 2005	7 cu ft.	03/01/2013	Recycle
3	10W653 - Employees Personnel Files	2094	03	2008	6 cu ft.	03/01/2013	Recycle
4	10W654 - In-Active Employees Personnel Files, Closed Recruitment	2094	03, 06	2009	10 cu ft.	03/01/2013	Recycle
5	10W961 - Worker's Compensation and First Report of Injury, Insured Worker's Insurance Fund.	2094	07	1995	5 cu ft.	03/01/2013	Recycle
6	12W17 - Employees Medical Files	2094	04	2008	4 cu ft.	03/01/2013	Recycle

Destruction Certification

Gabriel P. Lopez

Signature

Manager

Title

3/7/2013

Date